

Tyneside: Where we are...

Session Facilitator job description

The programme

Where we are... is a new national programme delivered by the British Museum and supported by the Paul Hamlyn Foundation. From 2021-2025 the programme will work with third sector and cultural partners across the country to develop meaningful arts and cultural projects with young people.

These co-produced projects will respond to something in their local area that the young people are passionate about and as such the direction these projects will take will be driven by the young people.

This year we are working with two Key Partners:

[Tyneside Cinema](#) and [NE Youth](#) (based in Tyneside)

[Metal](#) and [The Kite Trust](#) (based in Peterborough)

We are seeking to appoint a session facilitator for our **Tyneside** partnership who will work with the young people to develop their ideas and passions into a creative output.

The facilitator will be responsible for collaboratively working with the young people to explore their local area and develop a creative line of enquiry. Alongside the project team (The British Museum, Tyneside Cinema and NE Youth) and the young people they will support the recruitment of relevant creative practitioner(s), who they will work closely with to shape the arts and cultural output of the project.

Vital to the success of this project is listening to young people about what they are interested in talking about and exploring possible ways for them to express this interest. This project will not be about dictating ideas of culture to young people but will be about listening to what culture means to them. However, it will be important to provide young people with a scaffold and framework within which to work.

By working in a co-production four-way partnership between the British Museum, Tyneside Cinema, NE Youth and young people, the programme aims to:

1. Remove some of the barriers to engagement with the cultural sector that young people face

2. Create a sense of agency in young people that can be reflected into their communities

Role description

You will be working with 15 young people aged 18-24 who are supported by Ellen Wiltshire, Culture and Heritage Coordinator at Tyneside Cinema and Toni Hamill, Strategic Coordinator at NE Youth. A key part of this role will be to coax out of the young people what they are interested in and how they want to talk about that. The successful candidate will be able to work with young people who do not see themselves in museum or gallery spaces and will be able to draw out of the young people the confidence and skills needed to develop a creative output.

The 12 sessions will take place at Tyneside Cinema once a week in the evenings between September 2025 and January 2026. The exact dates and times of these are TBC and will be established in response to the availability of the young people.

Duties will include:

- Design and deliver (with the support of Tyneside Cinema and NE Youth) twelve bespoke interactive and inclusive sessions that 1) build the skills, knowledge, and confidence of young people to co-produce arts or cultural projects that are meaningful and relevant to them and their local community 2) develop their ideas and passion into a creative output. Six of these sessions will be in partnership with a creative practitioner or artist.
- Work closely with the Tyneside Cinema, NE Youth and the British Museum to develop and agree a detailed plan for the sessions with the young people.
- Ensure that the sessions remain relevant, responsive and adaptable to the young people's needs
- Collaborate remotely with the facilitator of the project in Peterborough before and during the delivery of the creative sessions.
- Build rapport and trust with the young people, being mindful of their lived experience and respectful to their other responsibilities.
- Provide ongoing pastoral care to the young people and duty of care. Report and discuss any safeguarding concerns or needs arising from the young people involved immediately with the Key Partners and the British Museum
- Work closely with the British Museum, Tyneside Cinema and NE Youth to understand local organisations, individuals and needs of young people recruited on the project.
- Communicate clearly with Tyneside Cinema and NE Youth about the day-to-day operation of the project and reporting into the British Museum about overall progress of the project.
- Work collaboratively with creative practitioner(s) to shape the creative output with the young people.

- Share best practice and learning with the other facilitator working with Metal and The Kite Trust (based in Peterborough) as well as The British Museum, Tyneside Cinema and NE Youth.
- Work closely with the Tyneside Cinema, NE Youth and creative practitioner(s) to plan and deliver an end of project community celebration event in Tyneside.
- Work closely with the Metal and The Kite Trust (based in Peterborough) facilitator, Tyneside Cinema, NE Youth and The British Museum to plan and deliver an end of project celebration event. Location tbc.
- Work closely with the project evaluators to embed evaluation into the session delivery ensuring data is collected consistently and stored safely for the use of evaluators and project team
- Attend Mental Health Aid First Aid Training and Trauma Informed Practice Training before the start of the creative session delivery. We will provide contacts. This will be paid for by the partners.
- Attend online monthly network meetings and regular bi-monthly catch ups with Key Partners and the British Museum
- Report any safety or safeguarding concerns to the project team.

Deliverables

- Adaptable and flexible session plans that are interactive and engaging.
- Working with the creative practitioner(s) to develop the creative output with the young people.
- Update meetings with the Project Team (The British Museum, Tyneside Cinema and The Kite Trust) – number to be agreed.
- Meetings with the other Metal and The Kite Trust (based in Peterborough) facilitator for sharing of learning and best practice - number to be agreed.
- Reflection session and clean up with the Project Team.

Person specification

- We are particularly interested in applications from people who have shared lived experiences with the young people in your area. Any experience required can be demonstrated by paid for or voluntary work or can come from outside the work environment.
- Committed and passionate about co-producing meaningful creative projects with a diverse group of young people.
- Ability to relate to young people and draw out their skills, interests and experiences into meaningful arts/cultural projects.
- Experience of co-production working in museum, gallery or cultural settings informally with a diverse group of young people, including those with English as an additional language.
- Experience of developing sessions that respond to various learning styles and abilities.

- Ability to work collaboratively with creative practitioner(s) to develop a creative intervention with young people.
- Ability to communicate effectively with project partners both verbally and in writing.
- Confidence in delivering workshops in person and online.
- Understanding and experience of safeguarding young people.
- Your employment in this role is conditional on a satisfactory DBS check (enhanced disclosure).

Timetable

Dates	Item
13 June 2025	Launch facilitator recruitment
27 June 2025	Application deadline
1-3 July 2025	Shortlisting & Invitation to interview
8-10 July 2025	1st stage interview (online) with a panel from the British Museum, Tyneside Cinema and NE Youth.
16 th or 30 th July 2025 (late afternoon or evening session held with representatives from NE Youth's Youth Panel)	2nd stage interview (in-person), delivering a mini-session to young people at NE Youth headquarters in Blaydon.
After 31st July 2025	Contracting & setting up Initial meeting with project team TBC
31st July-15th August 2025	Collaborate with the other facilitator from Metal and The Kite Trust in Peterborough to prepare session plans.
Prior to the start of the sessions in September. Training date will be in August Date TBC	Mental Health First Aid Training Trauma Informed Practice Training
1 Sept 2025- 19 Jan 2026	Weekly creative evening sessions with young people (Dates TBC)
w/c 26 Jan 2026	Tyneside -based community celebration event British Museum end of year celebration event

TBC	Ad hoc catch-up meetings, to be agreed with Tyneside partners
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Pay and term

- £6,875 for 25 days work (£275 a day), inclusive of VAT. This includes developing a manual with other facilitators, session planning, session delivery, working with the artist, and the end of year celebration.
- In addition, you are required to complete both Mental Health First Aid and Trauma Informed Practice Training. The cost of training is covered by the British Museum.
- The role will ultimately report to Hanouf Al-Alawi, National Programme Manager at the BM, but will work closely with Ellen Wiltshire at Tyneside Cinema. Ellen will manage the day-to-day management of the role.
- You will need to provide proof that you can work in the UK, such as passport, birth or adoption certificate.
- You will be responsible for all tax and NI payments
- Payment schedule to be agreed.

Proposal format:

To apply please fill out an [Application Form](#) and send the below to joinus@tynesidecinema.co.uk, addressing your email to Ellen Wiltshire by 5pm on Friday 27th June

Please provide

- A CV.
- A personal statement outlining how your previous experience (paid and/or voluntary) allows you to meet the person specifications. Please also reference how you propose to deliver this work. (no more than 2 sides)
- If you are applying as part of an organisation, please provide an introduction to the organisation and its credentials.
- Two examples of relevant projects you and/or your organisation have previously undertaken.(You may provide links)
- Ability to meet the timescale outlined and be available for all planning and delivery activity.
- Contact details of two referees.

For more information about the Where We Are programme, please see our website <https://www.britishmuseum.org/where-we-are-programme> or get in touch with Ian Crighton on icrighton@britishmuseum.org

Diversity monitoring

As part of the Application form linked above, you will be asked anonymous diversity monitoring questions. Inclusion and representation are really important to us and so we are collecting this data so we can understand who applies for our opportunities.